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# TOWN ADMINISTRATOR'S REPORT

## January 26, 2021



### ADMINISTRATION:

- Town Administrator (TA) Greg Johnson, Assistant Town Administrator (ATA) Megan Zammuto, Human Resources (HR) Coordinator Stephanie Duggan, Public Health Agent Kelly Pawluczzonek, and Public Health Nurse Katherine Castle continue to be in nearly constant communication regarding the conditions and communications surrounding the current public health crisis.

[Please visit the town's webpage devoted to COVID-19 information](#)

Town and School Department staff are collaborating on the feasibility of planning for a vaccination clinic in town, and are exploring options to partner with surrounding communities.

The Maynard Board of Selectmen and the Maynard Board of Health are asking for everyone's help in preventing the spread of COVID-19. To help in this cause, the below flyer is available to be used to extend the state's "Mask Up" campaign. <https://www.mass.gov/news/mask-up-ma>

The town's departments and committee's are taking on this initiative, and I hope that the private sector can get on board too. Businesses, non-profits, education and religious institutions are already doing so much to help, and this flyer is meant as another tool towards the overall work against the spread of COVID-19.

Mask Up Maynard Campaign flyer:



Wear a mask or face covering in public  
to slow the spread of COVID-19.

[www.townofmaynard-ma.gov](http://www.townofmaynard-ma.gov)

- TA Greg Johnson continued meeting with Town Managers and Administrators and staff from Acton, Boxborough, Littleton and Westford to develop an application for Community Development Block Grant –

COVID (CDBG-CV) micro-enterprise and public social services funding support. More information can be found [on the Town Administrator's page.](#)

- The Library Board of Trustees offered their top candidate the role of Library Director to succeed recently retired Steve Weiner. The new Director is expected to begin at the end of January 2021.
- TA Greg Johnson offered the position of Treasurer/Collector to Jenn Welch. Ms. Welch will begin her appointment at the end of January 2021.
- TA Greg Johnson and HR Coordinator Stephanie Duggan are conducting the hiring process for a new Town Accountant.
- TA Greg Johnson attended a tour of Greenstar Herbals, Inc, a new retail marijuana establishment planning to open March 2021.
- TA Greg Johnson and town staff virtually attended sessions of the annual conference of the Massachusetts Municipal Association (MMA).
- Town Hall will be closed, Friday February 5, 2021, in order to conduct renovations that include asbestos abatement in an unoccupied section of the building.
- TA Greg Johnson and HR Coordinator Stephanie Duggan continue negotiations with NEPBA Police unions and AFSCME Clerical union.

## **PUBLIC WORKS:**

### Administration & Engineering

- We continue to receive increased email and call inquiries that are 15-20% above our daily average.
- Redesigned and distributed correspondence notices to utility customers for meter radio replacement to adhere to the town of Maynard water rules and regulations.
- Scheduled fifty-five water service calls.
- Preparing contract for Road Paving.
- Preparing contracts for Well 4A engineering design.
- Submitted bi-weekly and month water sampling documentation to the state's Department of Environmental Protection (DEP).
- Submitted recently required two round PFAS (water supply contamination) sampling through the University of Massachusetts (UMass) extension for DEP.
- Reviewing and editing FY22 operating budgets, including within the General Fund, Water & Sewer Enterprise Funds.
- Preparing and inputting cemetery deeds into the state cemetery annex.

- Preparing recommendations for rules and regulations applicable to parks and athletic fields.
- Developing and submitting Municipal Separate Storm Sewer System (MS4) Municipal Operations and Maintenance (O&M) Plan.
- Developing and submitting MS4 DPW Highway Garage Facility Storm Water Pollution Prevention Plan (SWPPP).
- Preparing the Town of Maynard's 2020 Infiltration/Inflow (I&I) annual report for submission to DEP.
- Finalizing and reviewing development of Standard Operating Safety Procedures for the DPW operations.
- Prepared and submitted FY22 water and sewer rate recommendations to the Board of Selectmen.
- Inspected, assisted, and reviewed plans for several applications for water and sewer connections.
- Conducted 12 tree related inquiries.
- Scheduled 15 final water and sewer reads.
- Continuing to support the Florida Road bridge replacement project with the Massachusetts Department of Transportation (MassDOT).
- Prepared bid documentation for waste water chamber structural concrete repair at the treatment plant.
- Prepared bid documentation for roof and HVAC design at the Maynard Golf Course.
- Prepared annual submission to DEP for the town solid waste and recycling program.
- Prepared and submitted grant application for solid waste and recycling dividend program through DEP.
- Initiated contract proposal for Glenwood Cemetery survey expansion.
- Drafted proposal for long term design for Glenwood Cemetery expansion
- Assisting ADA commission with meetings.
- Assisting the Tree Committee meeting with its official first meeting.
- Installed an additional upgraded traffic control lighting display at the intersection of Great Road (Rt. 117) and Parker Street. The traffic control device is added to the current infrastructure to alleviate confusion for vehicular traffic traveling south on Parker Street, and turning east on Great Road. We have received several concerns for safety related issue regarding this situation in the past, and determined that the need for this upgrade was necessary. We will continue to monitor and address vehicular safety concerns at high impact locations across the community.



## Facilities

- Acquired and managed vendors to repair and install electric heaters throughout administrative/lab building at the Waste Water treatment plant. This is a response to the boiler that has failed.
- Acquired and managed vendors to repair modular boiler unit at the Fire Station.
- Acquired and managed vendors to repair a large number of plumbing failures at the Fire Station.
- Continue to assist and manage awarded Green Communities grant project of an electrical transformer upgrade at the Fowler Middle School.
- Developed the 2021 Green Communities grant project list.
- Managing potential Eversource initiative to provide electric vehicle charging station infrastructure at no cost to town locations.
- Acquired quotes and planning for repairs, replacement, upgrade to basement/filling/office area in the basement of Town Hall.
- Assist with logistics of Town hall fiber optics infrastructure change over.
- Assist with installation of sub-meter electrical panel for Naylor Court electric vehicle (EV) stations.

#### Highway

- Executing winter pavement repairs town wide, utilizing cold patching material.
- Finished paving water trench on Martin Street.



- Design and procuring street signage that is in need of repair/replacement.
- Removal of street sweepings, and catch basin material (MS4).
- Organizing and categorizing construction material yard (MS4).



- Organizing, cleaning, and removal of materials at the Highway Garage (MS4).
- We continue to provide the town vehicle maintenance program. Repairs have increased as town wide fleet is aging out.
- Repairing damaged Rt.27 & 62 sign for replacement at the intersection adjacent to the Fire Station.
- Acquiring contractor for repairs to several RRFB pedestrian safety devices along Rail Trail.
- Removed Holiday decoration from Downtown.
- Removed safety equipment from Downtown (outdoor dining).

#### Forestry, Parks, Cemetery

- Provide minimum park maintenance during winter months, trash removal, minor repairs to equipment.
- Acquired new ADA swing for Coolidge Park to replace inoperable swing.
- Removal of woody vegetation for site line visibility around park entrances throughout the community.
- Conducted 10 burials at Glenwood Cemetery during the months of November and December.
- Organizing, cleaning, and removal of materials at Glenwood Cemetery (MS4).
- Conducting landscape revitalization at Town Hall, planting beds, shrubs, etc.
- Introduced new Toro Ground Master Lawnmower to our fleet.



### Water/Sewer

- Repaired 8 Fire Hydrants:
  - 2 Summer St
  - 15 Nason St
  - Brown St at the Golf Course
  - 4 Crane Ave
  - 56 Glendale St
  - 8 Vose Hill

Martin street

- Continue SCADA upgrades at Rockland Ave Water treatment plant.
- Conducting 50 Water meter radio upgrades/change overs throughout the community.
- Reviewed, edited, and adjusted water distribution long term capital plan.
- Conducting weekly, month water sampling.
- Conducting new PFAS two round sampling of active water sources.
- Repair sewer lift station pump at Powder Mill Road.
- Upgrade sewer lift station control panel at Tobin drive.
- Acquire quotes to install wireless alarm monitoring equipment for sewer lift station across the utility
- Conducted preventative tree root removal in sewer collection system in several locations across the utility
- Conducted water and sewer cross country easement clearance
- Acquire estimates to repair/replace failing leach field at water treatment 4 facility
- Conducted pre-engineering site visit at well 4A & treatment plant 4
- Conduct backflow inspections, and investigation for illegal connection into the water distribution system (DEP).

## **MUNICIPAL SERVICES:**

- 115 Main Street Litigation - Revised project plans were submitted to the town on December 18th. Town Co-counsel Adam Costa has provided the applicant's attorney with a list of items that must be submitted to have a review. There has been much progress made with plans and staff is confident the project is moving towards a resolution.
- Part of the Planning Board decision for Maynard Crossings prohibited the use of “Jake brakes” on the site and within 500 feet of the site. Town Counsel has determined that Jake braking cannot be enforced on Parker Street without a legislative action. Enforcement thus is limited to breaking within the property. Staff will monitor situation to see if further action is in fact warranted.
- Market Basket and Capital Group (Maynard Crossing owner/developer) have been working on a noise mitigation strategy for trash compactors that were placed in the rear of Market Basket. The motors for the compactors have been placed inside Market Basket. Work is expected to be completed in the next few weeks when completed noise level will be evaluated.
- As part of the Powder Mill Corridor Initiative the town is undertaking with the Metropolitan Area Planning Council (MAPC) and the Town of Acton, staff has invited Secretary of Housing and Economic Development Mike Kennealy for a tour of the corridor. The visit is being coordinated through State

Representative Hogan's office and will highlight destinations, projects and investment opportunities. It will also emphasize the Master Plan's vision, the potential to create a regional economic engine and the undertaking of multijurisdictional efforts to proactively in short cohesive and sustainable development within the corridor. Staff will notify town leadership as soon as a date is selected.

## **POLICE:**

### Incidents

- The Maynard Police Department was saddened to share the passing of former Maynard Police Officer John "Gitzy" Kaziukonis in December. Officer Kaziukonis retired in 2004, after 26 dedicated years at the Maynard Police Department.
- On December 25th, 2020 the Maynard Police and Fire Departments responded to a structure fire on Durant Avenue. The fire was extinguished, and there were no reported injuries.
- There were 10 new reports of unemployment fraud in the month of December.
- On December 5th, 2020 Ofc. King responded to a residence on Douglas Avenue during a storm and assisted a vehicle that was stuck on the lawn of a residence.
- On December 11th, 2020 Mill and Main Security reported damage to an employee's vehicle. Ofc. Brennan documented the incident.
- On December 25th, 2020 Officers responded to Concord Street for a report of an elderly female that had stopped to ask for directions and seemed to be confused. The family of this individual contacted the Police Department, stating that she suffers from dementia and she was quickly reunited with family.
- On December 25th, 2020 a resident on Main Street reported that a recliner had been left in front of his driveway with a sign stating "free", and it did not belong to him. The incident was documented, and the Maynard DPW was notified to remove the item.

### Community Outreach

- On December 12th, 2020 the Maynard Police Department assisted the Maynard Fire Department as they escorted Santa Claus throughout Maynard.
- The Maynard Police Department hosted the annual toy drive, and this year we were able to assist nearly 30 local families. We understand this season can be difficult, especially this year. We would like to thank the countless residents that took time to donate. We would also like to thank Russell's Convenience Store, The Maynard Outdoor Store, CJ Auto and Tow, Acacia Communications Inc., and the Maynard High School Student Council. Without the generosity of our community, this would not be possible.

### Training

- Dispatcher Stewart completed an APCO Fire Communications online training.

- Several officers are taking their annual in-service classes. They are taking them online at the station this year due to COVID 19.

### Animal Control

Total Number of Calls: 9

Complaints: 3 Lost Dogs:

Lost Cats: 1

Cat Related (Other): Animal/Wildlife Calls: 2

Miscellaneous: 3

### Motor Vehicle Stops

Action Taken:

Civil Citations 11

Written Warnings 63

Verbal Warnings 238

Arrests (Motor Vehicle Related) 5

Criminal Complaints 21

Total Motor Vehicle Stops 338

### Motor Vehicle Accidents

<i>Location</i>	<i>Number of Motor Vehicle Accidents</i>
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Acton Street	3
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Carriage Lane	1
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Main Street	1
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Parker Street	4
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Powder Mill Road	1
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Sudbury Street	1
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Summer Street	1
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Waltham Street	1
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While Avenue	1
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*Total 14*